

### **Internships Available for Academic Summer Semester 2021**

<b>Track #</b>	<b>Track Title:</b>	<b>Division/ Institution</b>	<b>Location</b>	<b>Track Summary</b>
<b>031</b>	Recruitment and Out Reach	Division of Human Resources	Milford	Assist in recruitment and out reach
<b>063</b>	Victim Services	Victim Services Unit	Milford	Assist in Notification and Support Services for Victims of Incarcerated Individuals Within MA DOC
<b>066</b>	Classification, Treatment, & Reentry	MCI-Shirley	Shirley	Classification, Reentry, Programming, Records
<b>078</b>	Classification, Treatment, & Reentry	MCI-Norfolk	Norfolk	Handling Re-entry and Classification department Procedures.
<b>V</b>	Virtual	DOC	Zoom	In-depth overview of the Department of Correction institutions, divisions, and programs.
<ul style="list-style-type: none"> <li>• Please refer <a href="https://mass.gov/doc">mass.gov/doc</a> for more detailed track summaries and program information</li> </ul>				

**Department Of Correction****INTERNSHIP INFORMATION**

Official Title: **Student Intern**

Number of Vacancies: **1**

Internship Track: **Human Resources/Recruitment**

Position Type: **Internship**

Location: **Division of Human Resources, Milford, MA**

Hours/Schedule: **8-5pm (Flexible)**

Posting ID #: **031**

Duration:  
**Full Semester**

Salary: **Unpaid**

Position Description: **Work in HR specifically with the office of Recruitment and Outreach**

Responsibilities/Major Duties: **Work with Recruitment Manager on marketing, outreach, social media programs and new initiatives. Create and maintain corresponding databases.**

Preferred Qualifications: **Business, CJ focused minded individuals**

**How to apply:**

**Mail Internship Application to:**

**Julia Perez**

Office of Diversity & Equal Opportunity

50 Maple Street, Milford, MA 01757

Phone: 508-422-3648

Fax: (508) 422-3624

[julia.perez@doc.state.ma.us](mailto:julia.perez@doc.state.ma.us)

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.**

**Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**

**Department Of Correction**

Official Title:     **Student Intern**

Position Type:    **Internship**

Posting ID #:    **063**

**INTERNSHIP INFORMATION**

Salary:    **Unpaid**

Number of Vacancies:    **1**

Location:    **DOC Headquarters,  
Milford, MA**

Internship Track: **Victim Services  
Unit**

Hours/Schedule: **Flexible**

Duration:  
**Semester**

Position Description: The MA DOC Victim Services Unit provides support to the victims of and people affected by the offenders in DOC custody. The DOC Victim Services Unit provides resources, advocacy, notifications, referrals and support to these individuals in the community in accordance and in compliance with the MA Victim Rights Law.

Responsibilities/Major Duties: Assist Correction Program Officers/Advocates in the DOC Victim Services Unit with delivering their services in compliance with the MA Victim Rights Law. This may include drafting correspondence re. an offender's release, death, escape, transfer to lower security, or emergency escorted trip or communicating verbally with victims or other individuals affected by crime. Other projects may also be assigned, such as assisting DOC Victim Services' staff and the Director with external trainings to other victim advocacy organizations and to other state agencies as well as assisting with service statistic compilation.

Preferred Qualifications: Proficient in Microsoft Word, excellent communication skills, ability to maintain confidentiality, ability to work with in a busy environment.

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**Julia Perez**

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**Department Of Correction****Official Title:** Student Intern**Position Type:** Internship**Posting ID #:** 066**Salary:** Unpaid**INTERNSHIP INFORMATION****Number of Vacancies:** 4**Location:** MCI-Shirley, Shirley  
MA**Internship Track:** Offender Case  
Management**Hours/Schedule:** Days, Flexible**Duration:**  
Full Semester

**Position Description:** Assigned to the Deputy Superintendent of Classification, Programs and Treatment and reporting staff. The position will provide cross training and exposure to areas regarding Offender Classification, Programs and Treatment, Criminal Offender Record Information (CORI) and institutional security procedures. Intern will gain an understanding and proficiency in professionalism within a correctional environment

**Responsibilities/Major Duties:** Intern will provide support to various departments within the institution. To include assistance with such tasks as the handling of information requests, Records Department functions and Offender Treatment and Classification operations. Maintain schedule adherence. Complete tasks assigned in a timely and professional manner.

**Preferred Qualifications:** Completed at least two years of college. Major in Criminal Justice or related field of study. Applicant should be organized, motivated, mature and able to handle confidential information. Computer skills required.

**How to apply:****Mail Internship Application to:**

Julia Perez  
Department of Correction  
Office of Diversity & Equal Opportunity  
50 Maple Street, Suite 2  
Milford, MA 01757

[julia.perez@doc.state.ma.us](mailto:julia.perez@doc.state.ma.us)

Phone: (508) 422-3648

Fax: (508) 422-3624

Agency Web Address: <http://www.mass.gov/doc>

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**Department Of Correction**

Official Title:    **Student Intern**

Position Type:   **Internship**

Posting ID #: 078

**INTERNSHIP INFORMATION**

Salary:   **Unpaid**

Number of Vacancies:   **1**

Location:   MCI-Norfolk

Internship Track:   **Treatment**

Hours/Schedule:   **7am-5pm Flexible**

Duration:  
**Full Semester**

Position Description:   Will work hand-in-hand with the Director of Treatment and secretary in day-to-day duties. Learn the reentry side of corrections (programs/reentry/religions/etc).

Responsibilities/Major Duties:   Daily duties as assigned.

Preferred Qualifications:   Proficient in Microsoft Office, good communication (written and oral), dependable, organization skills.

**How to apply:****Mail Internship Application to:**

Monserrate Quinones  
50 Maple Street, Milford, MA 01757  
Fax: (508) 422-3624

**For additional information or questions, please contact:**

Monserrate Quinones at (508) 422-3646 or email at [monserrate.quinones@state.ma.us](mailto:monserrate.quinones@state.ma.us)

Agency Web Address: <http://www.mass.gov/doc>

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